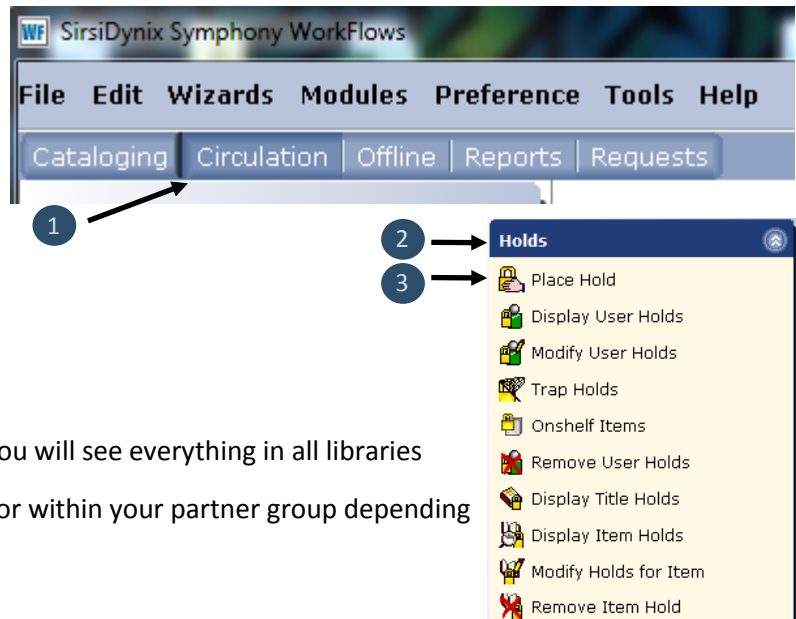




Placing and Pulling Holds in WorkFlows

To place a hold:

1. Expand/Open the circulation module
2. Open the holds group (on the left hand side)
3. Choose the Place Hold wizard
4. Put in patron ID, scan, or look up patron
5. Put in item ID or look up item
6. Be sure to select your library otherwise you will see everything in all libraries
7. Select the item belonging to your library or within your partner group depending on how you are set up
8. If applicable set the pickup location
9. Click Place Hold



Place Hold x

Place Hold

Alerts Notes

Name: Johnson, Albertine
Id: 098
Group ID:
Profile name: PW-INCNTY...

The unofficial Harry Potter cookbook / Bucholz, Dinah.
JUV 641.5 BUCHOLZ..... ID:39904000347292

Identify User

Card #: 098

Street: 1919 BIRCH ST
City, state: HELENA MT
Zip: 59601
Email: bertiej@YAHOO.COM
Phone Num on Notices: PHONE
Phone: 555-908-9087

Identify item

Item ID: 39904000347292

Hold Info

Pickup location: PWOOD Expires: 12/13/2018

Comments:

Date suspended:

Date unsuspended:

Level/Range

Level: ☐ Copy ☒ Title

Range: ☒ In This Library ☐ Group ☐ System

Recall status

☐ Allow Recall ☒ No Recall ☐ Recall now (RUSH)

Onshelf Items

To see the holds that need to be pulled from the shelves for patrons, expand the holds group on the left hand menu.

Choose the Onshelf Items wizard.

You can control what is displayed in the Onshelf Items Wizard by right clicking on it to view the properties.

Onshelf Items: Set Properties

Display property page: ☐ Wizard Startup ☒ Never

Behavior **Helpers**

☒ Allow Trap Hold ☒ Allow Mark Item missing

☒ Allow Print List ☐ Allow Unfill Hold

☐ Display author ☒ Display discharge date

☒ Display hold pickup ☒ Display item ID

☒ Display item type ☒ Display location

☒ Display title ☐ Display user ID

☐ Display user name ☐ Display user notify via

☒ Prompt for confirmation before marking an item missing and unfilling a hold

Allow Configure Properties

☒ Print available hold slips

☒ Print transit slips

☒ Print reshelving slips

☒ Print hold wrapper slip

OK Cancel

Set up your properties as you would like to see your Onshelf items displayed. See this [video](#) for reference.

When your properties are set, click on the Onshelf items wizard to see the list of items your patrons have put on hold.

This list is updated in real time, and as long as you have it set up in properties, you can mark items missing within this list.

Trap the holds or check the books in depending on the procedures set in your library. This will activate the hold for your patron.

If you need to print a list to search the shelves for the items on this list you can click print, or you can click on the export symbol in the upper left corner.

On shelf: 66

Onshelf Hold Items: BOZEMAN

Call Number	Title	Item ID	Item type	Current location	Date/Time Discharged	Pickup Library
158.1 ARNOLD 2014	Small move, big chan...	33773003503250	BOOK	NON-FICT	5/21/2015, 10:28	BOZEMAN
396.2 TOHANA 2000	The serpent slayer : a...	33773001347750	BOOK	JUV-NF	6/14/2012, 17:18	BOZEMAN
617.7827 WILLIAM 2010	The everything@ men...	33773002920034	BOOK	NON-FICT	8/11/2012, 23:59	BOZEMAN
535 WHITESI 2007	The way we garden no...	33773002235466	BOOK	NON-FICT	6/22/2014, 16:34	BOZEMAN
636.1 BRANNAN	The making of a brife...	33773003038505	DVD	DVD	4/19/2015, 14:22	BOZEMAN
636.1 BRANNAN V. 1-2	7 clinics with Buck Bra...	33773003244129	DVD	DVD	6/18/2015, 15:20	BOZEMAN
636.10835 BRANNAN ...	7 clinics with Buck Bra...	33773003244111	DVD	DVD	6/18/2015, 15:20	BOZEMAN
636.10835 BRANNAN ...	7 clinics with Buck Bra...	33773003244103	DVD	DVD	6/18/2015, 12:14	BOZEMAN
641.613 SALTER 2006	Life is meals : a food l...	33773002542655	BOOK	NON-FICT	10/26/2011, 23:59	BOZEMAN
641.3 KRONDL 2007	The taste of conquest ...	33773002594338	BOOK	NON-FICT	12/3/2014, 23:59	BOZEMAN
641.302 PIRELLO 2007	Cooking the whole foo...	33773003478073	BOOK	NON-FICT	5/11/2014, 23:59	BOZEMAN
641.555 BITTMAN 1999	The minimalist cooks ...	33773003203653	BOOK	NON-FICT	2/18/2015, 17:32	BOZEMAN
641.563 SINTON 2004	The fitness kitchen : r...	33773002330443	BOOK	NON-FICT	3/24/2015, 17:24	BOZEMAN
641.5637 ONG 2010	The everything guide t...	33773002894502	BOOK	NON-FICT	3/6/2015, 23:59	BOZEMAN
642.4 BITTMAN 2003	The minimalist enterta...	33773001706137	BOOK	NON-FICT	2/10/2015, 11:34	BOZEMAN
660.89 WOODS 1991	The bird house book : ...	33773003293936	BOOK	NON-FICT	6/5/2015, 16:36	MANHATTAN
746.46 NELSON 1984	Treasury of American ...	33773000283112	BOOK	NON-FICT	3/21/2013, 23:59	BOZEMAN
746.46 WILLIAMS 1992	Sensational scrap quilts	33773001866550	BOOK	NON-FICT	1/13/2014, 15:41	BOZEMAN
746.46041 DOUGHTY ...	Material obsession : m...	33773003578773	BOOK	NON-FICT	3/4/2015, 14:26	BOZEMAN
747 BERKUS 2012	The things that matter	33773003256628	BOOK	NON-FICT	4/17/2015, 16:58	BOZEMAN
796.424 MCDOWGA 20...	Born to run : a hidden...	33773002698002	BOOK	NON-FICT	5/18/2015, 15:25	BOZEMAN
796.44 SCHWART 2011	Gymnastics	33773003321802	BOOK	JUV-NF	2/13/2015, 23:59	BOZEMAN
813.54 KING 2000	On writing : a memoir ...	33773001315236	BOOK	NON-FICT	6/12/2015, 14:00	BOZEMAN
910.4 PASSPOR	Passport to Europe wit...	33773002310106	DVD	DVD	2/26/2015, 13:29	BOZEMAN
910.452 SIDES 2014	In the kingdom of ice ...	33773003557454	BOOK	NON-FICT	6/23/2015, 12:17	BOZEMAN
914.6942504 LISBON ...	Lisbon	33773003641506	BOOK	NON-FICT	6/9/2015, 12:02	BOZEMAN
917.5904 TOUR BO 2003	Tour book : Florida	33773001929549	BOOK	NON-FICT	5/14/2007, 11:42	BOZEMAN
970.004 NATIVE 1999	Native American testi...	33773003189860	BOOK	NON-FICT	6/6/2013, 23:59	BOZEMAN
973.25 DEHOS 1994	The unredeemed capti...	33773000435498	BOOK	NON-FICT	6/27/2013, 9:53	BOZEMAN
973.26 ANDERSO 2005	The war that made A...	33773003479642	BOOK	NON-FICT	5/11/2014, 23:59	BOZEMAN
973.93 KRAUTHIA 2013	Things that matter : th...	33773003509992	BOOK	NON-FICT	5/4/2015, 16:54	BOZEMAN
978.02092 KELLY 1993	My captivity among th...	33773003404517	BOOK	NON-FICT	9/30/2014, 13:02	BOZEMAN
BAKER	The dragon princess	33773002644990	BOOK	JUV-FICT	6/13/2015, 10:01	BOZEMAN
BRAZIL	Brazil [videorecording ...	33773003248278	DVD	DVD	5/7/2015, 11:40	BOZEMAN
DERBY	Whoosh went the wind!	33773002289331	BOOK	EARLY	3/26/2014, 14:26	BOZEMAN

Mark Item Missing Print Close